

Retention and Classification Report

Agency: Wayne County (Utah). County Clerk (1436)
Wayne County Courthouse
18 South Main, P.O. Box 189
Loa, UT 84747

Records Officer Ryan Torgerson

84076	Articles of incorporation record books
17861	Incorporation case files
84078	Marriage license applications
84075	Marriage license record books

AGENCY: Wayne County (Utah). County Clerk

SERIES: 84076

4

TITLE: Articles of incorporation record books

DATES: 1892-1945

ARRANGEMENT: Chronological by date filed

TOTAL VOLUME: 1.00 reel.

DESCRIPTION:

This series records copies of Articles of Incorporation filed with the Wayne County Clerk by newly organized corporations. The registers were kept as the official copy available for public use. The actual articles of incorporation record the following: names of the incorporators and their places of residence, the length of the corporation's duration, the pursuit of business agreed upon, amount of stock each shareholder receives, description of stock classes, number and kind of corporate officers, and the number of directors necessary to transact corporate business.

Under current Utah law and the laws of the territorial legislature, individuals desiring to incorporate, were to file and record articles of incorporation with their respective county clerk. These agreements specified the nature and place of business, amount of stock to be issued, terms for officers, etc. The clerk in turn issued certificate of incorporation and recorded the final articles of incorporation in these record books.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Paper: Retain in Office permanently after being microfilmed.

AGENCY: Wayne County (Utah). County Clerk

SERIES: 84076

TITLE: Articles of incorporation record books

(continued)

APPRAISAL:

Historical

Because of the importance of incorporation information, which documents the organization and existence of companies, the county clerk is required by law [UCA sections 3 and 16] to maintain incorporation case files and record books (and likewise their corresponding indexes).

PRIMARY CLASSIFICATION:

Public

AGENCY: Wayne County (Utah). County Clerk

SERIES: 17861

4

TITLE: Incorporation case files

DATES: 1953-1961

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

Incorporation Case Files contain at a minimum the original articles of incorporation and any subsequent amendments to corporations. Some files also contain notices to pay licensing fees and taxes, oaths of office for corporate officers, annual reports, correspondence, or other miscellaneous documents. Case files are created during the length of a corporation's duration. The case file is generated when companies incorporate and serve as evidence of "due incorporation of the corporation [UCA 16-2]." This series ended in 1961 when registration of corporations was transferred from the county clerks to state government, and the Utah Division of Corporations was created.

RETENTION AND DISPOSITION AUTHORIZATION:

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FORMAT MANAGEMENT:

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APPRAISAL:

Historical Legal

Because of the importance of incorporation information, which documents the organization and existence of companies, the county clerk is required by law [UCA sections 3 and 16] to maintain incorporation case files and record books (and likewise their

AGENCY: Wayne County (Utah). County Clerk

SERIES: 17861

TITLE: Incorporation case files

(continued)

corresponding indexes).

PRIMARY CLASSIFICATION:

Public

AGENCY: Wayne County (Utah). County Clerk

SERIES: 84078

4

TITLE: Marriage license applications

DATES: 1933-

ARRANGEMENT: Chronological, thereunder numerical by application number

TOTAL VOLUME:

DESCRIPTION:

The county clerk registers each couple through and application process to prove their identity and record other information which permits the couple to receive their license to be legally married. The information includes: application number; names and addresses of couple; color or race; marital status; places and dates of birth; occupation of applicants; names, birthplaces, and nationalities of fathers; maiden names, birthplaces, and nationalities of mothers; statements that applicants are free from venereal disease or chronic epilepsy; maiden name of female (if previously married); signatures of applicants; consent of parent or guardian if either applicant is a minor; signatures of witnesses and county clerk; and date application was filed.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Records Center permanently.

AGENCY: Wayne County (Utah). County Clerk

SERIES: 84075

4

TITLE: Marriage license record books

DATES: 1892-

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

This series contains copies of the marriage licenses granted in Wayne County entered on pre-printed forms. The information includes names, addresses, and ages of bride and groom; date and number of license; date of marriage; title and copy of signature of person performing the ceremony; and copies of signatures of bride, groom, witnesses, and county clerk.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Records Center permanently.